



THE KENYA NATIONAL EXAMINATIONS COUNCIL

'On the Frontline in Quality Assessment and Examinations'

All official correspondence should be addressed to:
The Council Secretary/Chief Executive



KNEC is ISO 9001:2008 Certified

KNEC/EA/EM/KCPE/KCSE/NEW CENTRES/2021/004

18th May, 2021

To: All Sub County Directors of Education

SUBJECT: REGISTRATION OF 2021 KCPE AND KCSE NEW EXAMINATIONS CENTRES

The Kenya National Examinations Council wishes to bring to your attention the following information:

1.0 New schools wishing to be registered as KNEC examination centres for the 2021 KCPE and KCSE examinations should submit to KNEC the following:

- 1.1 A certified copy of valid registration certificate from the County Director of Education;
- 1.2 Duly filled inspection questionnaire from the Sub County Director of Education;
- 1.3 Duly filled application form from the school;
- 1.4 Expired registration certificates will not be accepted;
- 1.5 The application should be accompanied by a payment slip of;
 - 1.5.1 Kes. **1000/= (one thousand shillings)** for public schools
 - 1.5.2 Kes. **10, 000/= (ten thousand shillings)** for private schools.

2.0 New Sub Counties wishing to be allocated a KNEC code and coding of the schools should submit the following to KNEC:

- 2.1.1 A Kenya Gazette notice legalizing the creation of the Sub County;
- 2.1.2 List of schools showing their previous codes and the proposed new codes;
- 2.1.3 Location of the storage facility (Container) and details of the Deputy County Commissioner (DCC) or Assistant Deputy County Commissioner (ADCC) office.

3.0 This information should reach KNEC before **15th June, 2021.**



Dr. Mercy G. Karogo, MBS
Aq. CHIEF EXECUTIVE OFFICER

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